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Memorandum

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TO : Acting Director of Training

DATE: 7 December 1965

FROM : Chief, Intelligence School

SUBJECT: Weekly Activities Report No. 39

30 NOV - 6 DEC 1965

1. On 1 December I audited the current intelligence briefings given by the CT's in the Intelligence Production Course. The briefings were filmed, and the finished sound films will be used as a critique device on 13 December. I shall conduct that critique session.

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2. On 2 December [] who will soon take over as Special Assistant to the Director for Public Affairs, met with [] and me in my office to discuss briefing problems that affect both OTR and the Public Affairs office. I feel that in this meeting we established an excellent working relationship with [] and his staff.

3. The Management Training Faculty is at [] this week giving the Management Course for 38 students, and no report from that Faculty is submitted this week. All activities will be covered in next week's report.

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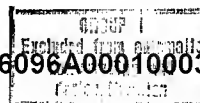
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Attachment: Reports

DOCUMENT NO. _____
NO CHANGE IN CLASS. ☐
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CLASS. CHANGED TO: TS S 02012
NEXT REVIEW DATE: _____
AUTH: HR 7D-2
DATE: 26-1-82 REVIEWER: 6199

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UNITED STATES GOVERNMENT

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TO : Chief, Intelligence School

DATE: 6 December 1965

FROM : Chief, Orientation and Briefing Faculty

SUBJECT: Weekly Activities Report No. 39
29 November - 3 December 19651. Intelligence Orientation

IOC #80 ended on 3 December. A preliminary scanning of final test scores suggests that of 38 (down one from the initial 39 because of illness) performed reasonably well despite the loss of a day out for Thanksgiving. More than a third of the class rated "Excellent" even without any adjustments which may be decided on after the effect of the day off is assessed.

2. Special Intelligence Orientation for NPIC

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Final preparations were completed this week for a special part-time two-week orientation for selected employees at NPIC to begin today, 6 December. Mr. [] is handling details of course administration.

3. Special ITC for Office of Communications

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Preparations continued this past week on the special course for nine OC instructors to take place at [] on 14-17 December. [] issued advance reading materials to the students via [] OC's training officer.

4. Special Briefings

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b. On 29 November at Headquarters, [] briefed 50 new Agency personnel in the CIA Introduction on the significance of intelligence and the mission and functions of the Agency.

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c. On 29 November at New State, [] briefed a larger class than usual of Foreign Service officers and clericals headed for overseas assignments. (Mrs. Betty L. Neuhart has replaced Miss Nancy Hudson, now retired, as the new chairman of this course.)

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d. On 30 November at Headquarters, [] gave an Agency organizational briefing to Ambassador W. P. Jones, who is leaving soon for Malawi. Ambassador Jones was accompanied by Mr. Ekern from INR and by OCR Liaison Officer []. Since the Ambassador had recently heard Col. White's Agency briefing at the Inter-Departmental Seminar, the briefing time was largely devoted to a question and answer session.

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e. On 1 December at Headquarters, [] briefed Ambassador John H. Burns, new Chief of Mission in Tanzania, on significant developments within the NSC and USIB, as well as within the Agency in particular. The Ambassador, who said that some people felt he was assigned to "Tarzania", was accompanied by Mr. Ekern from INR and OCR Liaison Officer [].

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f. On 3 December at American University, [] briefed 10 businessmen attending the B.C.I.U.* Training Program on the Agency's mission and responsibilities. The group, like previous ones, was most articulate, friendly, and cordial. Ambassador Randall, who directs this program, feels that our presentation is one of the most vital and important of the series of briefings given to these senior business executives by various government agencies.

* Business Council for International Understanding.

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UNITED STATES GOVERNMENT

Memorandum

TO : Chief, Intelligence School

DATE: 6 Dec 1965

FROM : Chief, Intelligence Production Faculty

SUBJECT: Weekly Activities Report No. 39
29 November - 3 December 1965

1. The Intelligence Production Course CT's had a hectic, crowded week between 29 November and 3 December. On Monday they were welcomed to the Office of Current Intelligence by its Director, Dr. R. Jack Smith, and one of his Area Chiefs, [] 25X1A

25X1A [] Both of these men gave excellent presentations, with the emphasis on the "hard line" of work and sweat. On Tuesday OCI presented a round of speakers covering its production process, its alerting function, and its tie-in with the CIA Operations Center. The day was concluded by the usual and productive session of the CT's with former CT's who have been on the job in OCI for varying lengths of time. Later in the week the students went to the country desks and produced a weekly article on very short notice. These articles were all critiqued on the Vu-Graph on Friday.

25X1A Meantime, the students had also been preparing a briefing in which they critiqued the current intelligence production of the community on specific problems, on the basis of the production on those problems and against specific requirements in the assignment. These briefings were filmed -- a high point for the students -- and they will be critiqued on briefing performance by [] at a later date.

25X1A To round off the week, and the Analysis Workshop phase of the Course, the students were assigned topics for a round-table seminar discussion on 6 December of the "Aspects of Analysis," a treatment in terms of techniques. All in all, the students had a rather busy week.

2. On 30 November [] lectured^{to} the Strategic Intelligence Course at DIS on the Strategic Intelligence Process. Unlike previous classes in this course the students included analysts as well as collectors. The combination appears to be stimulating because both collectors and analysts asked more than the usual number of questions. The collectors wanted to know more about the requirements problem, and the analysts, interestingly enough, seemed to be concerned about the increasing importance of the computer in intelligence.

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4. [] met on Wednesday with [] 25X1A

[] of NPIC to discuss the content of the proposed Intelligence Research (Techniques) tailored to the needs of NPIC analysts in the Collateral Support Division. A draft schedule has been prepared for a two-week full-time course which will include intelligence writing, Russian transliteration, and work on research facilities of value to the Division. The first running of this course is scheduled for 10 to 21 January.

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5. The IPF was happy to welcome [] as a new instructor. He reported for duty on 6 December, and was assigned the [] responsibility for both IPC and ITC.

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UNITED STATES GOVERNMENT

Memorandum

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TO : Chief, Intelligence School

DATE: 3 December 1965

FROM : Chief, Clerical Training

SUBJECT: Weekly Activities Report, No. 39
29 November - 3 December 1965

1. Number in Clerical Induction Training: During the week of 22 - 26 November 1965, there were 35 trainees in Clerical Induction Training; of these 11 entered classes for the first time.

2. Number in Clerical Orientation Training: During the week of 22 - 26 November 1965, there were 26 trainees in Clerical Orientation Training.

3. Results of Official Agency Testing Administered in Clerical Induction: Results of the tests administered to the entrance-on-duty employees for the week of 22 - 26 November 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
Typewriting	6	2
Shorthand	2	2

4. Results of Official Agency Testing Administered to Applicants: The results of the tests administered to the clerical applicants for the week of 22 - 26 November 1965 were as follows:

	<u>Tested</u>	<u>Passed</u>
SET	20	
Typewriting	14	3
Shorthand	7	2
Card Punch Operator		
Aptitude Test	0	



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GROUP 1
Excluded from automatic
downgrading and
declassification

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Weekly Activities Report, No. 39

29 November - 3 December 1965

5. Cancellation of Clerical Refresher Training: Because of insufficient enrollment it was decided to cancel the Clerical Refresher Training classes during the period of 22 November - 17 December 1965. Notification was given to appropriate offices.



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